

MAIL CLERK

DEFINITION:

On a on-call a basis, under general direction receives, sorts and delivers mail, agenda packets and special reports to City Council, Committee members and various City facilities.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from assigned supervisor or staff.

ESSENTIAL DUTIES

1. Picks up, sorts and delivers mail, agenda packets or special reports to City Council, Committee members and various City facilities.
2. May be called upon to perform a variety of tasks related to delivery of mail.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Ability to:

- A. Work independently with only general supervision.
- B. Establish and maintain effective working relationships at all levels.
- C. Provide excellent customer service.
- D. Drive safely and skillfully
- E. Plan and organize to meet scheduled deliveries.

License:

Possession of, or ability to obtain, a valid Class C California driver's license.

134CS95

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AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-exempt